

## PLANNING SUB-APPLICATION CHECKLIST

Mitigation planning sub-applications **MUST** include all of the following to be eligible for consideration under the PDM grant program:

1. **Applicant Information:** Provide name, type, and state of Sub-applicant, state and Federal tax numbers, and Federal Employer Identification Number;
2. **Contact Information:** Provide the name, agency, and address of the point of contact (POC) for the Sub-applicant. The POC **MUST** be an official within the Sub-applicant's organization;
3. **Sub-application Name:** Applicants should verify that the sub-application name includes the location of the proposed activity and the activity type;
4. **Community Information:** Select the community or entity (*i.e.*, Indian tribe, college, university) that will benefit from the sub-application. If the community or entity is not listed, please advise the FEMA Regional Office (see Section 2.14, Regional Contact Information). Provide a Community Profile with a brief description of the community to include population, location, any geographic areas of interest, description of critical facilities of a national, statewide, or regional significance. For multi-jurisdictional planning sub-applications, both an overall Community Profile, and a brief profile for each participating jurisdiction should be provided, as well as information on how the multi-jurisdictional planning effort will be coordinated;
5. **Mitigation Plan Information:** Indicate whether the entity that will benefit from the sub-application and the state/Indian tribe are covered by a FEMA-approved hazard mitigation plan and identify any previous planning grants received;
6. **Mitigation Activity Information:** Indicate the type, intent and title of the proposed planning activity. If the proposed planning activity is a comprehensive update to an existing FEMA approved hazard mitigation plan, indicate how it will address identified deficiencies in a risk assessment. The updated hazard mitigation plan **MUST** include a modified mitigation strategy and corresponding action items;
7. **Hazard Information:** Describe the area to be covered by the planning activity and identify the source of the hazards to be addressed in the planning activity. Include a synopsis and history of hazards affecting the community or entity, and other applicable information that will clarify the need for the mitigation planning effort. Attach a map with the planning area identified;
8. **Scope of Work:** Describe the goals and objectives of the planning activity and how it will be implemented (see Section 4.4, Scope of Work). For multi-jurisdictional planning sub-applications, provide information on how the multi-jurisdictional planning effort will be coordinated;
9. **Cost Estimate:** Provide all anticipated and potential costs for each proposed planning activity, including Federal and non-Federal shares (see Section 4.5, Cost Estimate). Provide an Approved Indirect Cost Agreement, if applicable;
10. **Match Sources:** Provide the non-Federal cost share for the proposed activity, including documentation to support the non-Federal cost share and Sub-applicant

- status as a small, impoverished community, if appropriate, for Federal cost share of up to 90 percent (see Section 2.7, Cost Share Requirements);
11. **Cost-Effectiveness Information:** All planning grants are exempt from a BCA; therefore, a BCA is not required to be submitted with planning sub-applications;
  12. **Evaluation Information:** Provide responses to the Evaluation Information section questions for each planning sub-application for competitive National Ranking and Evaluation and provide documentation to support the hazard risk assessment (see Section 4.6, Evaluation Information); and,
  13. **Assurances and Certifications:** If applicable for your Applicant state/Indian tribe, complete the Summary Sheet for Assurances and Certification, FEMA Form 20-16; Assurances - Non-Construction Programs, FEMA Form 20-16A; Certification Regarding Lobbying; Debarment, Suspension and Other Responsible Matters; and Drug-Free Workplace Requirements, FEMA Form 20-16C; and, Disclosure of Lobbying Activities, Standard Form LLL.